

TEST ANNOUNCEMENT 2013-086
ISSUED - OCTOBER 16, 2013
REVISED – NOVEMBER 10, 2015
CLOSING DATE – OPEN CONTINUOUSLY

Commonwealth of Pennsylvania
State Civil Service Commission

Examinations

for

SENIOR CENTER OPERATORS
(Local Government)

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Range</u>
1.	Senior Center Operator 1 (Local Government)	L0811	*
2.	Senior Center Operator 2 (Local Government)	L0812	*

When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.

*Local government salaries vary. Contact the Human Resources Office of the local government agency where you are interested in working for specific information.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

Veterans: Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov.

NATURE OF WORK

You will organize, plan, and schedule activities for participants in programs offered by senior centers. You will identify the needs and interests of consumers and plan and coordinate recreational, nutritional, and educational programs to meet those needs. You will also check food deliveries, collect donations, evaluate the success of center services in accomplishing program goals, and record program usage information such as the number of consumers each day, contact information for consumers, and center expenditure of funds. A Senior Center Operator 2 (Local Government) may also supervise a small staff.

JOB REQUIREMENTS

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA Residency Information](#).

If you are a final candidate for a position covered by the Older Adults Protective Services Act, you will have to obtain a report of criminal record information, at your own expense, from the Pennsylvania State Police, or a statement that the State Police Central Repository contains no information relating to you. If you have not been a resident of Pennsylvania for two years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information, at your own expense, from the Federal Bureau of Investigation.

Minimum Requirements:

Senior Center Operator 1 – Three months of experience in providing direct services in a human services, education, or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual, or emotional disabilities; **OR** an equivalent combination of experience and training.

Senior Center Operator 2 – Three months of experience as a Senior Center Operator 1; **OR** six months of experience in providing direct services in a human services, education, or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual, or emotional disabilities; **OR** an equivalent combination of experience and training.

Clarification of Requirements:

Please make sure you meet all requirements. If you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement for guidance.

JOB OPPORTUNITIES
EQUAL OPPORTUNITY EMPLOYER

Senior Center Operator positions are located at Area Agency on Aging operated senior centers throughout the Commonwealth. On average, approximately 8 Senior Center Operator 1 and 1 Senior Center Operator 2 positions are filled annually.

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

Employment preference may be given to residents of the counties where the jobs are located.

Promotion preference may be given to employees who work in the counties where job openings occur.

Employment preference will be granted to individuals aged 60 and over for jobs with the Department of Aging and Area Agency on Aging Offices.

For the most recent information on job opportunities contact the Area Agency on Aging office where you are interested in working. Telephone numbers can be located in the local telephone directories under "Government Office – County."

TESTING

The test will be administered on a computer. Information about computerized testing is available online at www.scsc.pa.gov. You will have a maximum of 2 ½ hours to complete the test which will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>
Arithmetic	20
Reading Comprehension	20
Effective Working Relationships	20
Effective Expression	<u>20</u>
Total	80

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Test Administration Unit; Telephone (717) 787-2935.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles and you take this test, your most recent examination result will be the only one counted.

TEST RESULTS

Employment and promotion lists will be established. You will be notified in writing of your test results.

HOW TO APPLY

Complete your application on the Commission's website, Job Seekers page, by selecting [Online Application](#).

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

Telecommunications Relay Service (TRS): 711 (Hearing and speech disabilities or other individuals)

Internet: www.scsc.pa.gov

2. PA CareerLink offices

3. The Human Resources office listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."